

Governor's Awards for Excellence in Performance September 17, 2012

Nomination Information and Form

The *Governor's Awards for Excellence in Performance* is a statewide program to honor and recognize outstanding employees. The Governor will present the awards during the ceremony on Monday, September 17, 2012 at the Great Northern Hotel in Helena.

The State Human Resources Division administers the program. Department directors select the final nominees. The number of full-time employees in each department, including "attached-to" agencies, determines the number of awards. A team nomination counts as one award.

Number of Employees	Number of Awards
1 to 350	One
351 to 800	Two
801 to 1200	Three
1201 to 1600	Four
1601 to 2000	Five
2001 to 2400	Six
2401 to 2800	Seven
2801 plus	Eight



Selection Categories and Criteria:

We encourage you to nominate employees who have not received the Governor's Awards for Excellence within the past five years. We do not encourage nominating an entire work unit.

Individual

- Attainment of high-priority department objectives;
- Exceptional leadership or communications achievement;
- Achievement of significant improvements in productivity or cost savings; and/or
- Enhancement of the public image of state government through prompt, courteous service that is above and beyond the norm.

Team

The criteria for team awards include individual criteria plus:

- Cooperative work efforts, possible only through initiatives of group or team members, that go above and beyond what is normally expected; and/or
- Activities developed by team members that are highly original or creative and involve innovative approaches.



Timeline

1. Friday, June 22, 2012 – completed nomination forms are due to department directors or human resource officers. Department directors select the final nominees.
2. Friday, July 20, 2012 – last day to submit the department nominee information form to State HR **via email** to hbetts@mt.gov.
3. Friday, July 27, 2012 – State HR will forward the list of department nominees to the Governor for final approval. Once approved, we will notify award winners, department directors and human resource officers.



2012 Governor's Awards for Excellence in Performance

Nomination for Individuals or Teams

☐ Individual

☐ Team Team Name:

Name of person or people nominating individual or team:

List nominees in alphabetical order by last name (use additional pages as needed).

Last Name	First Name	Phonetic Pronunciation	Employee's Home Address; PO Box or Street Address, City, State, Zip	Supervisor's Name	Supervisor's Work Phone

Focus on one or two specific accomplishments or achievements. Please explain in 75 words or less the reasons why the individual or team is being nominated. We will use this information in the awards ceremony.